

Tree & Brush Trimmer License Instructions

An annual Tree and Brush Trimmer's License is required of a business or person who wishes to trim, cut or grind trees, branches, brush, leaves, stumps, or roots within private property in the City of Green Bay limits.

An annual Tree and Brush Trimmers License is required of a business or person who wishes to trim, cut or grind trees, branches, brush, leaves, stumps, or roots within public right of way in the City of Green Bay limits.

Blank application forms can be printed from this website, faxed, or obtained in person from the City Clerk at 100 North Jefferson Street, Room 106, Green Bay, Wisconsin 54301.

Below is the procedure for you to follow to obtain a City of Green Bay tree and brush trimmer's license. Application approval by the City may take up to 3+ weeks. A license is current from when you receive your license until the next February 1 (per City Ordinances).

You must submit the completed application form and \$25 fee (cash or check – no credit cards) to the City Clerk, 100 North Jefferson Street, Room 106, Green Bay, Wisconsin 54301.

You must submit a \$1,000 cash or performance bond to the Risk Management Office at 100 N Jefferson Street, Room 500, Green Bay, Wisconsin 54301.

You must call the Department of Public Works at 920-448-3100 with any address where you are doing work.

If working in the public right of way (sidewalk, curb, gutter, parking or traffic lanes), you must barricade the work area in compliance with the Traffic Control Manual for Street Construction and Maintenance Operation in the City of Green Bay, which is issued by the Department of Public Works.

Tree, branch, brush, stump, leaf, root, chip or mulch debris is the responsibility of the licensee. The City does not and will not collect this material.

Any questions, please call these offices:

City Clerk at 920-448-3010 (fax 920-448-3016)
Department of Public Works at 920-448-3100 (fax 920-448-3102)
Risk Management (Insurance) Office at 920-448-3125 (fax 920-448-3128)

The three-week process for approval of the application is as follows:

- Application goes to the City Council
- Risk Management (Insurance) Office reviews bond and certificate of insurance for proper coverage.
- City Council refers it to the Improvement and Services Committee – Department of Public Works makes a recommendation to Improvement and Services Committee.
- Report of the Improvement and Services Committee is sent to the City Council for final approval.